

POPLAR PUBLIC SCHOOLS

DRUG-FREE WORKPLACE POLICY STATEMENT

I. GENERAL STATEMENT

The Poplar School District Board of Directors hereby continues the established policy of providing a "Drug-Free Workplace" regarding all of its departments, offices, and classrooms, in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, Title V, Subtitle D. This statute requires all agencies receiving federal funds from any federal agency to maintain a drug-free workplace, and to certify to the federal agencies that Poplar School District employees are notified of the dangers and consequences regarding the use, manufacture, distribution, dispensing and/or possession of drugs in the workplace.

II. APPLICABILITY AND NOTIFICATION

This policy applies to all Poplar School District officials, employees, and chaperones. You are hereby put on notice that while you are an official, employee, or chaperone of the Poplar School District on duty, and/or at your workplace at anytime, you will, as a condition of your employment:

1) Not use, manufacture, distribute, dispense, or otherwise possess any controlled substance;

2) Abide by the Drug-Free Workplace Policy Statement as established by the Poplar School District Board of Directors; and

3) Notify your employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

In addition, the federal granting agency will be notified of any drug conviction occurring in a school district workplace within ten (10) days after receiving notice under this section, from the official, employee, or chaperone, or by otherwise receiving actual notice of such conviction.

III. CONSEQUENCES OF POLICY VIOLATIONS

If you violate any of the terms of this policy statement, the following actions will be taken against you by the Poplar School District:

1) Within thirty (30) days after reviewing notice of a drug conviction, in accordance with Section II(3) above, the Poplar School District will take appropriate personnel action against you, up to and including suspension or termination; and

2) You may be required to satisfactorily participate in a drug abuse, assistance, or rehabilitation program. If the official, employee, or chaperone refuses such treatment or counseling, he/she will be subject to termination.

IV. DRUG-FREE AWARENESS PROGRAM

Through the established Drug-Free Awareness Program each Poplar School District official, employee, and chaperone shall be informed about:

- 1) The dangers of drug abuse in the workplace;
- 2) Poplar School District's policy of maintaining a **drug-free** workplace;
- 3) Any available drug counseling, rehabilitation, and employee assistance programs, including those covered by Poplar School District's employee health benefit package through Blue **Cross** and Blue Shield; and
- 4) The penalties that may be imposed upon **officials**, employees, and chaperones for drug abuse violations occurring in the workplace.

V. PUBLICATION AND VERIFICATION

This drug-free workplace policy statement shall be published in all local newspapers, and shall be permanently posted in a conspicuous place at all poplar School District workplaces. In addition, each Poplar School District official, employee, and chaperone shall receive a copy of this statement and shall certify that they read and understand this statement by their signature, verified by their respective supervisor's signature on the official's, employee's or chaperone's copy and a copy which each Poplar School District Department shall keep on record.

CERTIFICATION

I, _____ hereby certify that I have been presented with a copy of the poplar School District's drug-free workplace policy statement, that I have read the statement, and that I understand the statement and will abide by its terms as a condition of my employment with Poplar School District.

(Date)

(Official, Employee or Chaperone Signature)

(Supervisor Signature)